CLINICAL SALARY REQUEST FLOWCHART
(TITLES 38 AND 42)

IC initiates requests (concurrently as necessary)

Salary Request

Credentials Request

IC approves request

Does salary request require NIH Director's approval? [1]

No

Yes

IC forwards copy to OHRM within 10 workdays for post-audit

MEC review required if NIH has not credentialed the MD or there is a major change in the credentialed MD's NIH position responsibilities.

OHRM receives request from IC and prepares for further review.

[1]Requires NIH Director approval:
- Total compensation > EX-I
- Increases > $30,000
- If previously approved by Director, NIH but re-submission was a condition of the last approval

Electronic review by Clinical Salary Review Board (CSRB) and as necessary at the first Monday-of-the-month CSRB meeting.

CSRB recommends approval?

Yes

No

OHRM prepares request for approval of Director, NIH

Request routed through Building 1 to Director, NIH

Approved or Disapproved

More information is requested from the IC

Returned to IC via OHRM